



Policy Manual


Council and Appointed Members
Remuneration Rates

APPROVED

RES. NO.: 08-363
DATE: October 21, 2008

REVISED

RES. NO.: 09-007, 09-336, 11-024, 11-355, 12-068, 12-319,
14-245, 14-281, 15-248, 16-007, 18-019, 18-141,
18-288, 18-303, 19-046, 19-259, 22-121
DATE: Jan 6/09, Dec 1/09, Jan 18/11, Dec 20/11, Ap.
3/12, Dec 18/12, Nov 4/14, Dec 2/14, Dec 1/15,
Jan. 5/16, Feb. 6/18, June 12/18, Nov 22/18, Dec
4/18 Mar 19/19, Nov 4/19, May 17/22

Signature of Approval of Authorized Personnel: 

POLICY STATEMENT:

Members of Council will be provided with fair and reasonable remuneration for performing the duties of their office and reimbursement for the expenses that they incur in fulfilling their responsibilities.

PURPOSE:

This policy is intended to clarify the remuneration and benefits available to a member of Council as well as determine which expenses will be assumed by the municipality when carrying out their official duties.

DEFINITIONS:

- a) **“Council”** includes the positions of Mayor and Councillor’s of the Town;
- b) **“GST Expense Receipt”** means the receipt showing the GST number, in addition to the credit card slip;
- c) **“Town”** means the Town of Redwater;
- d) **“Chief Administrative Officer”** means the Chief Administrative Officer as appointed by Council, or the Chief Administrative Officer’s designate.

PROCEDURES:

ELECTED OFFICERS

1. Base remuneration is an all-inclusive amount provided to member of Council for their time and service with respect to attending to municipal matters including all meetings of Council or one of its boards, committees or commissions, as well as day to day administration, volunteering, and other events that do not have a formal agenda or educational component:

Mayor	Honorarium	\$	2,066.64
	Allowance	\$	1,059.27
		\$	3,125.91
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Deputy Mayor	Honorarium	\$	1,549.70
	Allowance	\$	796.23
		\$	2,345.93
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Councillor	Honorarium	\$	1,033.33
	Allowance	\$	529.64
		\$	1,562.97

Remuneration will be paid monthly according to the Town regular pay cycle.

In addition to the remuneration outlined above, a member of Council is eligible to claim a per diem honorarium for attending **Conferences, Conventions and Seminars** in person or virtually as an official representative of the Town shall be paid as follows:

- a) \$150.00 per full day (over 4 hours)
- b) \$75.00 per ½ day (4 hours or less).

All calculations of time shall include travel time.

This per diem honorarium shall cover attendance at meetings and annual meetings to partner organizations to which Council is appointed or another Councillor taking the appointed Councillor's place (eg. Alberta Industrial Heartland Association (AIHA) or Northern Lights Library System (NLLS)). However, this will not include those accompanying the appointed Councillor.

This Honorarium shall also apply to educational sessions with a formal agenda at relevant Conferences, Conventions or Seminars.

Conferences and Conventions shall include but not be limited to formal annual events hosted by organizations such as Alberta Municipalities (AM), Federation of Canadian Municipalities (FCM) and Gas Federation.

All Councillors may attend the annual AM Convention.

When the FCM Conference is held in Alberta, all Councillors are entitled to attend.

If FCM is out of province, the Mayor and two Councillors and the Chief Administrative Officer will be entitled to attend. If the Mayor does not wish to attend FCM, another Councillor will be entitled to attend. If the Chief Administrative officer does not wish to attend a General Manager will be entitled to attend. Council will determine the Councillor rotation for attendance at out of province FCM Conference.

To attend FCM in the fourth term of a Councillor, said Councillor must be committed to running again in the upcoming election.

Seminars shall include but not be limited to educational opportunities provided by Legal Counsel or other groups and organizations where the material provided will enhance the Councillors knowledge with relation to Town Council activities.

This Honorarium does not include attendance at business functions or information sessions such as breakfasts, luncheons, parades or golf events that do not include formal agendas with associated educational material.

If any clarification should be required on eligible claims these should be directed through the Mayor.

Accommodations, meals, parking and mileage are not included and may be claimed separately.

2. Remuneration shall continue during any leave up to 8 weeks, after which pay shall cease until the Councillor returns. However, monthly timesheets must continue to be submitted in accordance with the communicated deadlines.
3. Where remuneration is paid from another source a member of Council shall not be eligible for a claim from the Town.
4. Honorarium and Allowances shall be adjusted annually according to the annual budget or as otherwise decided by Council.
5. Council members incurring meal costs while attending training or meetings:
 - a) Meals will be reimbursed according to the CRA Meals and Allowances rates.
 - b) If meals are included with the registration, then meals outside of this will not be reimbursed.
 - c) If the Mayor or a Councillor is hosting a business meal for reasons of benefit to the Town, which includes invited guests external to the Town, then reasonable alcohol expense can be included.
 - d) GST expense receipts must be submitted for item 5(c) as well as name(s) of the guests represented for a business meal.
 - e) If the business meal has no parties external to the Town, then no alcohol expenses can be included.
 - f) Gratuities up to 15% on the meal cost unless a mandatory tip is added automatically to the bill by the establishment.
6. Accommodation:
 - a) Expenses will be reimbursed upon the submission of actual GST expense receipts.
 - b) Council members staying in private accommodations (family or friends) will be paid \$50.00 per night.
7. Other:
 - a) Council members will be reimbursed any registration fees unless already prepaid by the Town.
 - b) Any other travel related expense not included in this policy must receive pre-approval by the Mayor or in the absence of the Mayor, the Deputy Mayor, or in the absence of both the Acting Mayor.
 - c) Council members using their personal vehicle to conduct Town business shall be responsible for informing their insurance carrier.
8. Reimbursement of Expenses:
 - a) Expenses will be reimbursed upon the submission of an authorized expense claim form.
 - b) All Council members shall submit monthly, in accordance with the communicated deadline, an expense claim for their remuneration, allowances and other expenses which shall be verified by the Mayor or in the absence of the Mayor, the Deputy Mayor, or in the absence of both the Acting Mayor. This will be reimbursed via direct deposit with the month end payroll.
9. When a Councillor is unable to attend a meeting or conference after registration, the Councillor shall refund the Town for any non-refundable associated costs, unless the absence was due to an

emergency. If there is a question whether an absence is defined as an emergency, Council shall make the determination. Refunds shall be deducted from the Councillors next monthly pay.

10. All Council members are eligible for benefits as long as they apply within 60 days of taking their official oath.
11. Remuneration paid to Councillors who are sanctioned will be decided by Council on a case by case basis.

APPOINTED MEMBERS AT-LARGE

1. Remuneration paid to appointed committee members sitting on Town Boards and Commissions (not including the Library Board) shall be as follows:
 - a) \$50.00 per day or part day to a maximum of 12 meetings per calendar year. Payment shall be made on December 31st of each year or at the conclusion of their appointment.
 - b) \$200.00 per day over 4 hours and \$100 per day 4 hours or less for Subdivision and Development Appeal Board members who sit on an appeal hearing as per the Intermunicipal Subdivision and Development Appeal Board agreement pursuant to Bylaw 864.
 - c) Any committee member incurring expenses for attending meetings outside the Town as part of their duty as an appointment official shall be reimbursed dollar for dollar unless otherwise stated by resolution of Council.
2. Remuneration paid to appointed committee members shall be reviewed annually according to the annual budget or as otherwise decided by Council.

TRAVEL

1. Mileage shall be paid based on CRA guidelines.
2. Travel between the Town and home shall not be included.
3. Council is encouraged to travel together or with other municipal representatives.
4. Council is encouraged to use a Town vehicle if available.
5. The most direct, economical and time efficient mode of transportation shall be utilized.
6. Travel via airplane, taxi, bus, train or car rental will be reimbursed upon the submission of actual GST expense receipts.

POLICY REVIEW DATE

This Policy will be reviewed during the last year of the term of each Council.

Council may request a committee of public members to review Council remuneration and bring forward recommendations that would be effective to the newly elected Council.